

**DEPUTY DIRECTOR OF ELECTIONS
OFFICE OF THE UTAH LIEUTENANT GOVERNOR
FULL-TIME POSITION**

The Office of the Lieutenant Governor is responsible for overseeing elections in the state. In addition to these duties, the Office also administers campaign finance, city and town incorporations, lobbyist regulations. For more information, please visit our website, lg.utah.gov.

The Office is looking for a dedicated individual to serve as Deputy Director of Elections. This position is responsible for overseeing the day to day elections duties of the office. This position will work directly with county clerks, municipal recorders, officeholders, candidates, lobbyists, political parties, and the media. This position will help oversee the execution of all tasks related to election administration. This position reports directly to the Director of Elections.

PREFERRED QUALIFICATIONS

- Bachelor's Degree.
- Advanced skills in Microsoft Office, and Google Suite products.
- Excellent communication skills—both written and verbal—with the ability to simplify and explain complex and technical concepts.
- Experience communicating with the public and giving presentations to small and large groups.
- Ability to multitask and prioritize projects in a fast-paced work environment.
- Ability to read and understand legal text and documents.
- Experience working in a professional office environment.
- Knowledgeable about basic government operations, including the legislative process.
- Available to work from 7:00 am - 12:00 am on election days (approximately two days per year)
- Available to travel and stay overnight approximately one to five nights per year.

How to apply: Email a resume and a cover letter to Justin Lee (justinlee@utah.gov).

Application closing date: December 23, 2020.

Job Type: Full-time (40 hours per week). This is a career service exempt position.

Salary: \$28.00 - \$34.00 hourly, depending on experience.

Location: Utah State Capitol Building (350 North State Street) in Salt Lake City, Utah.

Telecommuting: This position has the option to telecommute multiple days each week.

Benefits: If you would like more information about benefit options available to state employees, visit the following website: <https://sites.google.com/utah.gov/employment/employee-benefits>. This site also includes a link to a compensation calculator tool, which can help you explore benefit package options and how they will affect your annual take-home earnings.